



# Columbia College Dual Enrollment Form

## STUDENT INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Academic Year: 20\_\_ / \_\_\_\_ Columbia Student ID/W#: \_\_\_\_\_

High School \_\_\_\_\_ Expected High School Graduation Date: \_\_\_\_\_

## Pathway, CCAP courses, or Interested Programs/Courses for Academic Year

\_\_\_\_\_ CCAP (On High School Campus)  
\_\_\_\_\_

## HIGH SCHOOL APPROVAL

High school principal or authorized designee – by signing below you acknowledge the following:

\_\_\_\_\_ **ONE YEAR APPROVAL:** I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation and may benefit from advanced scholastic education. (Ed Code 48800(a)) I support this student enrolling in up to 11 units (15 units for CCAP), not to exceed 4 courses. I understand this approval will allow the student to enroll in Columbia College courses for the duration of the academic year and that the college cannot limit enrollment into select classes.

\_\_\_\_\_ **SUMMER ONLY:** I certify that I am limiting the number of recommendations to no more than five percent of the total number of students who completed the grade immediately prior to the time of the recommendation for summer session. (Ed Code 48800 (d))

**STUDENTS WITH DISABILITIES:** I understand the high school is responsible to fulfill all accommodations outlined in a student's IEP or 504 plan in accordance with Free Appropriate Public Education (FAPE) and Individuals with Disabilities Education Act (IDEA). I agree to notify the IEP/504 Coordinator from my school of this student's intent to enroll in college so that they can arrange for continuation of disability services at Columbia College. See below for DSPTS services.

**High School Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

## STUDENT AGREEMENT (must be submitted once per year)

By initialing and signing below the student acknowledges that they have read and understand the following:

\_\_\_\_\_ All Columbia College dual enrollment students are expected to have the maturity to function effectively on a college campus and comply with the Columbia College Student Code of Conduct. No special arrangements or additional supervision of underage students are available. Students with verified disabilities seeking accommodations can apply for DSPTS services.

\_\_\_\_\_ **Grades: By participating in a dual enrollment course you are creating a college transcript.** The grade(s) you earn in your Columbia College classes will become part of your official college academic record. The college will submit final grades to the high school upon request from the student or high school administrator.

\_\_\_\_\_ Students participating in dual enrollment must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 67% of courses attempted) to maintain eligibility for financial aid when they begin college after high school graduation.

\_\_\_\_\_ Student Records: The student understands that all academic records (such as unofficial transcripts) are accessible directly through the connectColumbia portal.

**The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and board policy. (Ed Code 48800-48802, 76001, 76300)**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Accommodations for high school students with disabilities are regulated and accommodated differently in college level courses. High schools must ensure that IEP and 504 plan accommodations are fulfilled for the duration that the student is enrolled in high school. If you are a student with a documented disability in a non-CCAP college course, please contact your high school IEP/504 Coordinator so that they can arrange for a meeting with our college DSPTS office as soon as possible to coordinate services. Contact [cedsps@yosemite.edu](mailto:cedsps@yosemite.edu) or call 209.588.5130

**PLEASE EMAIL THIS COMPLETED FORM TO: [CCdualenrollment@yosemite.edu](mailto:CCdualenrollment@yosemite.edu)**

**PARENT AGREEMENT** (one-time agreement, unless revoked)

By initialing and signing below the parent/guardian acknowledges they have read and understand the following:

\_\_\_\_\_ **Student Records:** Although Board Policy, Ed Code, and FERPA maintain certain provisions for parental access to student records, we suggest parents work closely with their student and high school to stay abreast of the student’s academic standing. We also recommend that parents encourage self-advocacy in their student rather than contacting college faculty directly.

\_\_\_\_\_ **Contacting Instructors:** Your student is enrolling in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA, instructors are not required to discuss student performance or other student-related issues with parents.

\_\_\_\_\_ **Course Content/Material:** Dual enrollment courses are taught to the rigor of a college course. As such, please be aware that discussion topics and course materials are generally designed for adult students. No parental permission will be sought for sensitive material but information on what courses cover may be found ahead of time.

\_\_\_\_\_ **Students with Disabilities Accommodations:** Parent has read and understands the statement regarding accommodations for disabled students found on the front side of this form.

\_\_\_\_\_ **Your student will receive no special consideration because they are a high school student and will be subject to the rules, regulations, and policies of Columbia College.**

\_\_\_\_\_ **I understand that if my student enrolls in over 11 units (or 15 units as a CCAP student) I will be assessed all fees and tuition for the term (excluding tuition for CCAP courses).**

**Consent for treatment of minors:**

\_\_\_\_\_ Any registered student under the age of 18 is required to have a parent/guardian sign a consent for medical treatment. Unless revoked by the parent/guardian, this consent will remain in effect while the student remains enrolled in Columbia College, up to the age of 18.

\_\_\_\_\_ Parent/guardian authorizes medical treatment or personal counseling services by the staff of Columbia College Health Services, as needed.

\_\_\_\_\_ This authorization is given in advance of any specific diagnosis, treatment of medical care being required, or pursuant to the provisions of Family Code Section 6910-6911 / Section 25.8 of the California Civil Code.

**Emergency contact name:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_  
**Relation to student:** \_\_\_\_\_ **Student medical conditions:** \_\_\_\_\_  
**Student’s physician:** \_\_\_\_\_ **Medical insurance:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

ENROLLMENT PROCEDURES FOR HIGH SCHOOL STUDENTS	
Apply	New students must complete an <a href="#">online application</a> . There are instructions for this process on the college website: <a href="http://www.gocolumbia.edu/dualenrollment/highschoolappinstructions.php">www.gocolumbia.edu/dualenrollment/highschoolappinstructions.php</a>
Forms	<b>Complete this registration form once per year.</b> Student and school signatures are required every year and students must remain in good standing. Please include a copy of your high school transcripts with this form for English and Math registration.
Register	Register for your class(es) using connectColumbia. A tutorial <a href="#">video</a> on the website with in-depth instructions is available. The college will manually enroll students into CCAP courses only.
Fees	All tuition and fees have been waived for all Dual Enrolled and CCAP students until further notice. <b>Students enrolled in more than 11 units (15 for CCAP) will be charged all tuition and fees</b>
Textbooks	Be sure to look up your class(es) using the Class Search tool on the website and identify the books you will need by clicking the “books” link to the right of the class listing. CCAP textbooks will be provided by the high school.
Assistance	Please contact <a href="mailto:ccdualenrollment@yosemite.edu">ccdualenrollment@yosemite.edu</a> . You can also call 209-588-2176 or consult the dual enrollment webpage at <a href="http://gocolumbia.edu/dualenrollment/">gocolumbia.edu/dualenrollment/</a> . See DSPS for contact info.

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